Commonwealth of Virginia Learning Center (COVLC)

Create a VLC Account:

Before registering for a course, you first need to create an account in the Virginia Learning Center (VLC) **https://covlc.virginia.gov.** To do, so follow these steps. Note: VDEM employees do not need to create a VLC account as this is done automatically within the first two weeks of employment. To create an account on the VLC, follow these steps:

1. Go to: https://covlc.virginia.gov
2. On the login page click: "**Need an account.**" VDEM employees do **not** need to create VLC account as this is done automatically within the first two weeks of employment.
3. On the next screen, select: **VDEM_Ext – VA Department of Emergency Management, Non-state Employee**.
4. Provide the requested information in each text box. Fields marked with an * (asterisk) are required.
5. To complete the **Organization** field, type "Emergency External" and hit search. Select the option **VDEM external** option and then hit submit.
6. Your request for a VLC account will be reviewed for approval/denial within one week. Look for an email notification that includes a temporary login and password. Please update your account profile with your own login and password. We recommend using your middle initial in your username to help us distinguish you from others with similar/same name. If your requested username or email is already in the system, it is possible you already have an account on the VLC. Please email the LMSHelp@vdem.virginia.gov or call 804-897-9995 between 9 and 5 pm M-F.
7. Already have an account but cannot remember your password: First, try the **Forgot Password** tab. A new password will be emailed to you IF your account is current/active. If you DO NOT get a new password emailed to you, please contact LMSHelp@vdem.virginia.gov or call 804-897-9995 between 9 and 5 pm M-F.

Register for a Course:

Follow these steps to locate and register for a course in the VLC:

1. Go to: https://covlc.virginia.gov
2. Log in using your username and password. If you do not have a username and password, see **How to Create an Account** above.
3. Once logged in, you will see your **Training Home** page. This is where you will see things such as: Current Learning, Completed Training, Search, Announcements, etc.
4. To locate the course for which you want to register, type the title, number, or key terms into the **Search** text box, e.g., ICS 300, G290, HSEEP).
5. Click **Search** to see a list of currently offered courses.
6. Locate the specific course you are interested in taking and click the course title/link.
7. Next you should see course synopsis that includes more specific detail, e.g., dates, times, location.
8. To enroll click on the **Enroll** tab.
9. Click on the enroll tab directly next to your desired section.